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Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made by the Government of Gujarat under the Gujarat Acts

AGRICULTURE, FARMERS WELFARE AND CO-OPERATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 25th September, 2025

GUJARAT CO -OPERATIVE SOCIETIES ACT, 1961.

No: GHKH/156/2025/ACD/FAP/e-file/2/2025/0939/CHH:- The following draft of rules which is proposed to be issued under section - 168 of the Gujarat Co-operative Societies Act, 1961 (Guj. X of 1962) is published as required by sub-section (3) of section - 168 of the said Act, for information of all persons likely to be affected thereby and notice is hereby given that the said draft rules will be taken into consideration by the publication of this notification in the *Official Gazette* for inviting objections and suggestions from all persons likely to be affected thereby within thirty days from the date of publication of the said draft in the *Official Gazette.*

2. Any objections or suggestions which may be received by the Secretary, Agriculture, Farmers Welfare and Co-operation Department, Sachivalaya, Gandhinagar from any person with respect to the said draft rules on or before the expiry of the aforesaid period will be considered by the Government.

DRAFT NOTIFICATION

GUJARAT CO-OPERATIVE SOCIETIES ACT, 1961.

No. GHKH/156/2025/ACD/FAP/e-file/2/2025/0939/CHH:- In exercise of the powers conferred by section 168 and section 76 of the Gujarat Co-operative Societies Act, 1961 (Guj. X of 1962), the Government of Gujarat hereby makes the following rules, to provide for the appointment of the officer or employee of the society and for regulating the conditions of their services, namely:-

PART 1

1. Short Title, Application and Commencement. -

(1) These rules may be called the Officer or Employee of Gujarat Co-operative Societies (Condition of Service and Recruitment) Rules, 2025.

(2) (i) These rules shall apply to the urban co-operative banks, federal co-operative societies and the specified co-operative societies as referred to in section 74C of Gujarat Co-operative Society Act 1961 but excluding the societies of the Co-operative credit structure (As referred "Society" in these rules).

(ii) It shall be apply to the salaried officers or employees of Co-operative Societies as referred to in (i) above except the following:

(a) Officer or employees who are not in cadre post.

(b) Officer or employees who have been employed on daily wages or casual wages.

(c) Officers or employees whose services are obtained on a contractual basis through an agency.

(d) Officer or employees of the Government or Semi-Government institution, who have been paid salary from the Consolidated Fund.

(e) Officer or employees who have been appointed on deputation from the Government or other organization, save as otherwise provided in the terms and conditions of the deputation.

(3) They shall come into force from the date of their publication in the *Official Gazette.*

PART 2

2. Definitions. -

In these rules, unless the context otherwise requires,-

(a) 'Act' means the Gujarat Co-operative Societies Act, 1961;

(b) 'Appointing Authority' means the Society registered under section 9 of the Act;

(c) 'Government' means the Government of Gujarat;

(d) 'Managing Committee' means the Managing Committee or other governing body of a society to which the direction and control of the management of the affairs of a society is entrusted to;

(e) 'Recruitment Authority' means the authority who has been entrusted power to select candidates for the officer or employees as required in the society.

PART 3

3. Posts, cadres and pay scale. -

The General body of members or delegates of members in general meeting of the Society shall decide the following matters:

(i) The staff schedule based on its financial condition and the quantum of work;

(ii) The rules governing discipline and conduct, pay scale, payment of gratuity and entitlement of leave;

(iii) The minimum qualifications required depending upon the nature of the work and duties.

4. Mode of Appointment: - Appointment of officers or employees of the society shall be made in the manners as indicated in these rules, either by-

(a) Direct recruitment, or;

(b) Promotion from the feeder cadre, or;

(c) Deputation from the Government, any Society or organization, or;

(d) Contractual (Provisions regarding publicity, eligibility, age limit, retirement age and disqualification for appointment for such service shall be as per the provisions applicable for appointment for direct recruitment as per these rules.)

5. Publicity for direct recruitment. - The applications for various post of direct recruitment shall be invited through the following modes:

   (a) Employment exchange, or

   (b) Advertisement in widely published Newspaper, or

   (c) Job portal, or

   (d) Website/Portal of the Society.

6. Eligibility. -

   A person shall not be eligible for appointment on the establishment of the society on any post unless he possesses the qualification and fulfill the requirement of such posts preferably as are indicated in Schedule-A to these rules.

7. Age Limit. -

   Subject to any direction issued by the Government through an official order, no person below is 18 years or above the age of 45 years shall be appointed to any post through direct recruitment in the establishment of society.

   However, the upper age limit for direct recruitment may be relaxed by the General body of the society in cases where the posts requires appointment of experienced candidates.

8. Age of Retirement. -

   Every officer or employee shall retire from the service on the afternoon of the last day of the month in which he attains the age of sixty years.

   Provided that, if a society has not fixed a retirement age or has fixed a retirement age higher than the provision made in these rules, then the provisions of these rules shall apply.

9. Promotion. -

   (a) When an appointment to any post is to be made by promotion, no officer or employee shall be entitled to such promotion on the ground of seniority alone. No such appointment shall be made unless in addition to seniority, the employee to be appointed is found to be fit for such promotion.

   (b) No one shall be promoted to higher post unless he possesses the required computer knowledge and passes the requisite qualifying examination if required.

   However, where the Appointing Authority is satisfied that a person having the experience specified, is not available for promotion and that it is necessary in the public interest to fill up the post by promotion even of a person having experience of a lesser period, it may, for reasons to be recorded in writing, promote such person who possesses experience of a period of not less than two-thirds of the period specified.

10. Deputation. –

    An experienced officer or employee from the Government, another cooperative society, or organization may be appointed on deputation to the society's establishment, subject to the terms and conditions of the post, and as mutually agreed upon by both parties. The appointing authority may, in appropriate cases, allow an officer or employee to be deputed outside the society for a period that it deems appropriate.

11. Medical Examination. -

    Every direct recruited officer/employee of the society shall produce a medical certificate of health in the form as specified in Schedule-B either before his appointed substantively to a permanent post in service or before he completes 6 months' service from the date of his appointment, whichever is earlier.

12. Disqualification for appointment. -

    (1) Any person,

       (a) if he is not a citizen of India, or;

       (b) if he is an undischarged insolvent, or;

       (c) if he is sentenced to imprisonment for a term of 3 years or more for any offence, and has not completed 2 years after his release,

       shall be deemed ineligible for appointment to any service under the society.

(2) No person, who

(a) If male, has more than one wife living, and

(b) If female has married a man who has already another wife living,

shall be eligible for appointment to any service under the society.

Provided that, subject to the provisions of any law for the time being in force the Government, may if satisfied that there are special grounds for so doing exempt any person from the operation of this rule.

(3) Every applicant for appointment to a service or post under the society shall declare whether he or she as the case may be is married and, in the case of an applicant, who is a male whether he has more than one wife living and in the case of an applicant who is a female, whether she is married to a man who has already another wife living.

(4) An endeavor on the part of a candidate for service or of any relation of the candidate to enlist support by direct or indirect methods for his application for appointment to service on establishment of society or for promotion to higher appointment shall be held to disqualify the candidate for the appointment or promotion.

13. Probation. -

Every person selected for the appointment in the service of society shall be on probation for a period of not less than six months and not more than one year except in particular case the period of probation be extended by managing committee of appointing authority.

If it appears at any time during or at the end of the probation that the services of the concerned officer or employee are not found satisfactory, his services may be dispensed with, in case of direct recruitee or to be reverted to the substantive post in case of promotee, without any prior notice.

14. Seniority. -

In the case of seniority of two or more persons appointed on the same post in a class or category on the establishment of the society simultaneously will, notwithstanding the fact that they may join or assume duty of their appointment on different dates, shall be determined:-

(i) In the case of those promoted, by their relative seniority in the lower service, class, category or grade;

(ii) In the case of those recruited directly, as per the list prepared by recruitment authority, subject to fulfillment of the condition that the candidate joins his duty within the prescribed time as per the appointing order and also satisfy the other norms for confirmation as provided under the relevant rules of the society;

(iii) In any class or category of posts which provides for appointment both by promotion as well as by direct recruitment, the direct recruits shall rank senior to promotees.

15. Maintenance of Service Record. -

(1) A service book in the Form as may be prescribed by the society from time to time should be opened in duplicate for every officer or employee, free of charge on his being appointed substantively or in an officiating capacity to a permanent post or appointed to hold a temporary post in establishment on society.

(2) One copy should be kept in the custody of the head of Office in which the officer or employee is serving, and transferred with him from office to office; the other copy should be given to the officer or employee concerned. In the case of the copy kept in the custody of Head of the Office, it is his duty to see that all entries are duly made and attested.

Instruction: While handing over the duplicate copy of the service book to the officer or employee it should be impressed on him that he should verify that the entries made therein are correct and attested by the Head of the Office and he should also ensure that all subsequent entries are made in the duplicate service book which should be attested by the officer competent to do so. For this purpose, he should submit his copy of the service book when an occasion arises for making a fresh entry and he should carefully see that entries in both the books tally and are up-to-date.

16. Miscellaneous. -

In case of getting service through contract from any agency, priority shall be given to the Co-operative societies providing such service.

17. Appointment by relaxation of Rules. -

Notwithstanding anything contain in these rules, the government, in the public interest:

(i) permit the appointing authority to appoint a person to any services or post by method other than that prescribed under these rules, or

(ii) relax any of the provisions of these rules.

18. Saving. -

The provisions of this rule shall apply to the urban co-operative banks in such a manner as is not inconsistent with the extant guidelines issued by the Reserve Bank of India from time to time.

Schedule-A

(*see rule 6*)

Qualification and procedure of recruitment for Co-operative Society's Officer/Employee (where no specific provisions available in these rules)

No.	Designation	Qualification	Procedure of recruitment and Experience if any
1.	Manager/Secretary	(a)Bachelor Degree of a recognized university in any discipline; Or (b)Diploma in Co-operative business management And Knowledge of computer operation.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
2.	Accountant	Bachelor Degree of Commerce from a recognized university. And Knowledge of computer operation.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre
3.	Clerk/ Clerk cum Data Entry Operator/ Field Supervisor /Clerk cum Cashier	Bachelor Degree of a recognized university in any discipline And Knowledge of computer operation.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
4.	Driver	XII Pass (HSC)	Direct recruitment by interview.
5.	Peon	XII Pass (HSC)	Direct recruitment by interview.

Qualification and procedure of recruitment for Officer/Employee of Urban Co-operative Banks

No.	Designation	Qualification	Procedure of recruitment and Experience if any
1.	Chief Executive Officer/ Manager/ Managing Director (salaried)	According to the guidelines issued by Reserve Bank of India from time to time	According to the guidelines issued by Reserve Bank of India from time to time

No.	Designation	Qualification	Procedure of recruitment and Experience if any
2.	General Manager / Manager	Graduate preferably with (a) Qualification in banking / co-operative banking such as CAIIB / Diploma in Banking and Finance / Diploma in Co-operative Business Management or equivalent qualification; Or (b) Chartered Accountant / Cost Accountant / MBA (Finance); Or (c) Post Graduation in any discipline; And having minimum experience of 8 years in middle management in Banking Institutes.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
3.	Loan Officer	(a) M.B.A Finance / Microfinance; Or (b) Diploma in Banking and Finance; Or (c) Graduation in any discipline; Preference to CAIIB/ Diploma in Banking or Finance/Degree in Banking or Finance And having minimum experience of 5 years of working in banking loan appraisal system.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in feeder cadre.
4.	E.D.P. in charge	(a) M.C.A., M.sc IT Or (b) Graduate in IT/ Computer Science (or equivalent); Preference to Post Graduate. And having minimum experience of 5 years of working in banking sector	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.

Qualification and procedure of recruitment for Officer/Employee of Land Development Bank

No.	Designation	Qualification	Procedure of recruitment and Experience if any
1.	Chief Executive Officer/ Manager/ Managing Director (salaried)	(a) Qualification in banking / co-operative banking such as CAIIB / Diploma in Banking and Finance / Diploma in Co-operative Business Management or equivalent qualification; Or (b) Chartered Accountant / Cost Accountant / MBA (Finance); Or (c) Post Graduation in any discipline; And having minimum experience of 10 years in middle management in Banking Institutes.	Direct recruitment by interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.

No.	Designation	Qualification	Procedure of recruitment and Experience if any
2.	General Manager / Manager	Graduate preferably with (a) Qualification in banking / co-operative banking such as CAIIB / Diploma in Banking and Finance / Diploma in Co-operative Business Management or equivalent qualification; Or (b) Chartered Accountant/Cost Accountant/ MBA (Finance); Or (c) Post Graduation in any discipline; And having minimum experience of 8 years in middle management in Banking Institutes.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
3.	Loan Officer	(a) M.B.A Finance / Microfinance; Or (b) Diploma in Banking and Finance; Or (c) Graduation in any discipline; Preference to CAIIB/ Diploma in Banking or Finance/Degree in Banking or Finance And having minimum experience of 5 years of working in banking loan appraisal system.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in feeder cadre.
4.	E.D.P. in charge	(a) M.C.A., M.sc IT Or (b) Graduate in IT/ Computer Science (or equivalent); Preference to Post Graduate. And having minimum experience of 5 years of working in banking sector	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.

Qualification and procedure of recruitment for Officer/Employee of State Level Federal societies and Apex Societies

No.	Designation	Qualification	Procedure of recruitment and Experience if any
1	Managing Director/ Chief Executive Officer/ General Manager	(a) M.B.A in (Finance/ Marketing); Or (b) Post Graduation in Commerce faculty; Or (c) Chartered Accountant; Or (d) Post Graduate in any discipline And having minimum 5 years of experience	Direct recruitment by interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.

2	Assistant General Manager	(a) M.B.A in (Finance/ Marketing); Or (b) Post Graduation in Commerce faculty; Or (c) Chartered Accountant; Or (d) graduation in any discipline And having 3 years of experience	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.

Qualification and procedure of recruitment for Officer/Employee of Federal Co-Operative Societies whose area of operation is one or more Taluka

No.	Designation	Qualification	Procedure of recruitment and Experience if any
1.	Managing Director / Chief Executive Officer / General Manager	(a) M.B.A in (Finance/ Marketing); Or (b) M. Com; Or (c) Chartered Accountant; Or (d) graduation in any discipline And having 5 years of experience	Direct recruitment by interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
2.	Accountant	Bachelor Degree of Commerce from a recognized university. And Knowledge of computer operation.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre
3.	Clerk/ Clerk cum Data Entry Operator/ Field Supervisor /Clerk cum Cashier	Bachelor Degree of a recognized university in any discipline And Knowledge of computer operation.	Director recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.

Qualification and procedure of recruitment for Officer/Employee of District Cooperative Milk Union

No.	Name of Designation	Qualification and Experience	Procedure of recruitment and Experience if any
1	Managing Director	(a) Graduation in Food Technology; Or (b) Graduation in Dairy Technology; Or (c) Graduation in Engineering; Or (d) Graduation in Veterinary Science Preference to Post Graduate in Management And	By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.

No.	Name of Designation	Qualification and Experience	Procedure of recruitment and Experience if any
		having 10 years of experience at senior position and out of that, minimum 5 years in co-operative dairy / food processing organisation	
2	General Manager (Dairy Plant) / General Manager (Operations)	(a) Graduation in Food Technology; Or (b) Graduation in Dairy Technology; Or (c) Graduation in Engineering Preference to Post Graduate in Management And having 7 years of experience at senior position and out of that, minimum 3 years in co-operative dairy / food processing organisation	Direct recruitment by interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
3	Manager (Finance)	(a) Chartered Accountant; Or (b) Cost Accountant (ICWA); Or (c) Diploma in Co-operative business management Preference to given to Postgraduate in management or company secretary And having 5 years of experience in senior position in finance function	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
4	Manager (HR)	Post-Graduation in Management Preference to specialisation in HRD/HRM/MSW/ MLW And Having 5 years experience of working in senior position in HR function	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
5	Manager (Production /Plant Operation)/ Manager (Factory)	(a) Graduation in Food Technology; Or (b) Graduation in Dairy Technology; Or (c) Graduation in Engineering; Preference to Post Graduate in Management And Having 5 years of experience in senior position and out of that minimum 3 years in dairy / food processing organisation	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
6	Manager (Sales/Marketing)	(a) Post Graduation in Management with specialisation in marketing; Or (b) Diploma in Co-operative business management And	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the

No.	Name of Designation	Qualification and Experience	Procedure of recruitment and Experience if any
		Having 5 years experience of working in senior position in Sales/Marketing function	feeder cadre.
7	Manager (Cooperative Services/Milk Procurement/ Technical Inputs/ Animal Husbandry)	(a) Graduation in Veterinary Science; Or (b) Graduation in Co-operation; Or (c) Graduation in Agriculture; Or (d) Diploma in Co-operative business management Preference to Post Graduate in Veterinary Science or Management And Having 5 years experience in senior position in veterinary/ society management function in Co- operative Sector	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre.
8	Manager (Purchase)	(a) Graduation in Food Technology; Or (b) Graduation in Dairy Technology; Or (c) Graduation in Engineering; Or (d) Graduation in Veterinary Science; Or (e) Diploma in Co-operative business management Having 5 years experience in senior position in purchase/material management function	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre
9	Manager (Quality Control)	(a) Post Graduation in Food Technology; Or (b) Post Graduation in Dairy Technology; And Having 5 years experience in senior position in managing Quality Control function	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre
10	Manager (Commercial)	(a) Chartered Accountant; Or (b) Diploma in Co-operative business management Or (c) Post Graduate in Finance Mangement And Having 5 years experience in senior position in managing commercial function	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre
11	Manager (IT)	(a) Graduate in I.T.; Or (b) M. C. A.; Or	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and

No.	Name of Designation	Qualification and Experience	Procedure of recruitment and Experience if any
		(c) Graduate in Computer Science Preference to Post Graduate in Computer Science/ IT/ Management And Having 5 years experience in senior position in managing IT/Computer functions	minimum 5 years experience in the feeder cadre
12	Manager (Project Engineering)	Graduate in Engineering Preference to Post Graduate in Engineering And Having 5 years of experience in senior position and out of that minimum 3 years in dairy/ food processing organisation	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre
13	Veterinary officer	(a) Graduation in veterinary science; Or (b) Graduation in animal husbandry	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre
14	Lab Analyst	(a) Graduation in Chemistry; Or (b) Graduation in Microbiology; Or (c) Graduation in Biotechnology; Or (d) Equivalent qualification.	Direct recruitment by written test and interview Or By promotion from feeder cadre on the basis of merit-cum-seniority and minimum 5 years experience in the feeder cadre

Schedule-B

(see rule 11)

Form of medical certificate

A Medical certificate of fitness for service in society shall be in the following form:

1. Name of candidate:

2. The post to which Appointed.

3. Department in which appointed.

4. The age according to candidate's own statement.

5. Age as by appearance to the Medical Officer.

6. Whether vaccinated or not

7. Left hand thumb impression of the candidate.

8. Marks of identification.

I certify that I have examined the above mentioned candidate and cannot discover that he or she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except _____ I do not consider this a disqualification for employment in the office of _____ as _____

Date: Seal of office Signature:

Place: Designation:

By order and in the name of the Governor of Gujarat,

KULDEEP MAKWANA,

Deputy Secretary to Government.

Signature Not Verified
Signed by:BHOLUSINGH G THAKUR
Date: 2025.09.25 16:44:37 +05:30
Reason: Validate Document
Location: Government Central Press, Gandhinagar